



INSTRUCTIONS FOR TRANSFER OF PUBLICLY TRADED SECURITIES

The Ottawa Hospital Foundation (the 'Foundation') greatly appreciates your support. Under current tax regulations, your donation of publicly traded securities is exempt from capital gains tax **only** when you transfer the securities *in-specie* or in-kind to a charity.

Electronic Transfer – Canadian or U.S. Securities

Donor

- Complete and sign Direction and Notification of Gift of Securities form(s) (one form for each publicly traded security).
- Give form to your broker (In the case of direct investing clients that do not have an assigned broker, and must communicate with a call centre, please download a copy of their form from their website, and complete and fax to their call centre) and
- Send a copy of the form to the Foundation ATTN: Heather McLean (coordinates below)

Please note the Foundation will issue a tax receipt for income tax purposes. The value of the receipt will be determined by the Fair Market Value of the securities on the date the securities are received in the Foundation's brokerage account, based on the market closing price for the day or, if sold prior to the close of markets, the sale value before commissions. In accordance with our Board Policy securities will be sold as soon as possible.

Broker

- To initiate the electronic transfer of shares to the Foundation's custodian (RBC, Investor Services) forward the completed signed Direction and Notification of Gift of Securities form(s) (one form for each publicly traded security) as per below table.

RBC Investor Services c/o Jennifer Brokenshire jennifer.brokenshire@rbc.com	
<u>Canadian Securities</u> Account NO 162176001 CUID NO RTRA	<u>US Securities</u> US Account NO 162176002 DTC 901 for Agent #298307

It is **not** necessary to re-register the share certificates for gifting purposes – please retain shares in **book base form**.

- Send a copy of the Direction and Notification of Gift of Securities form as soon as possible to:

The Ottawa Hospital Foundation
ATTN: Heather McLean at hmclean@toh.ca or
Fax to (613) 761-5014
Phone: 613-798-5555 ext.13034

Thank you for your support!



Direction and Notification of Gift of Securities

1. **Donor Information**

Donor Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Telephone home: _____ work: _____

Email: _____

2. **Donor's Broker/Institution Information**

Name of Donor's Broker/Institution: _____

Account No.: _____

Address: _____

Advisor's Name: _____

Telephone: _____

Email: _____

3. **Information on Securities being transferred**

Name of Securities: _____

CUSIP#: _____

Number of Shares/Units: _____ Date of Transfer (approx): _____

Designation of Gift: _____

Securities being transferred to: The Ottawa Hospital Foundation CDN Acct # 162176001 USD

Acct # 162176002 and forward to: RBC Investor Services

ATTN: Ms. Jennifer Brokenshire jennifer.brokenshire@rbc.com

Tel: 416-955-8800 Fax: 416-974-6905

Donor's Signature: _____ Date: _____

Note: The date of the gift will be deemed to be the date on which the securities are received by the Foundation's custodian. Securities that are delivered directly to the Foundation will be transferred to the custodian within one business day.

The value of the securities will be deemed to be the value of said securities as at the close of business on the date received by the Foundation's custodian.